

# Package Handling

We are pleased to announce that the Sea Crest Beach Hotel has established a new package handling procedure.

This service is designed for accuracy and efficiency in receiving, storing and handling packages. As a guest, packages are stored for your arrival or once checked-in, you will be notified upon receipt of a package. If you are not a guest of the hotel, packages will be brought to the function room the event is being held in. See below for handling and storage fees. Please review all package handling information

## Incoming Package Handling Fees

Prices are based on the weight of the item.

Payment of handling fees needs to be in place prior to receiving any packages.

Minimum Weight Pounds	Maximum Weight Pounds	Charge ( US )
0	5	\$5.00
6	20	\$10.00
21	50	\$15.00
50	or over	\$25.00
Crates		\$50.00
Pallets		\$75.00

## Outgoing Package Handling

All outgoing packages must have shipping labels and be called in for pick-up.

Outgoing packages will be moved from the function room to the loading dock for pick-up.

## Storage Fees

Shipments received within three (3) days before event will not be assessed a storage fee.

Shipments received more than three (3) days before event will be assessed a \$50.00 per day storage fee. Please note that we do have a loading dock. Crates and pallets need to be delivered on a truck with a lift gate and pallet jack.

Exhibitors are responsible for opening and unloading crates and pallets.

## Labeling

Please label EACH box as outlined in the example below:

<p>Hold for Arrival - Group Name and Event Dates          Name of On-Site Person to receive the Shipment          c/o Name of Conference Planner or Catering Sales Manager          Sea Crest Beach Hotel          350 Quaker Road          North Falmouth, MA 02556          Box _____ of _____ <i>(Multiple boxes MUST be numbered)</i></p>
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The Shipper's Return Address should include shipper's name, address and telephone number. Multiple packages within a single shipment must be numbered in sequence (1 of 3, 2 of 3, 3 of 3). Boxes over 50 pounds should be labeled as such to avoid injury to staff (both yours and ours).

**ALL SHIPMENT INFORMATION MUST BE SUBMITTED IN WRITING VIA THE "NOTIFICATION OF INCOMING SHIPMENTS" FORM.**

**PLEASE NOTE THAT THE SEA CREST BEACH HOTEL IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE SHIPPING CARRIER**

# SEA CREST

BEACH HOTEL

## Notification of Incoming Group Shipments

Please complete this form and send back no later than 1 week prior to the first expected shipment arrival. Send to:  
 Mary Allen, Conference Planning Specialist  
 Direct Line: (508) 356-2153 E-mail: MAllen3@delawarenorth.com Fax: (508) 548-0556  
 Sea Crest Beach Hotel 350 Quaker Road North Falmouth MA 02556

**Group Name:** \_\_\_\_\_ **Event Dates:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Will you be staying at the hotel?** YES NO

**Boxes will be shipped to hold for:** \_\_\_\_\_

**Description of what was shipped:** \_\_\_\_\_

**Total boxes shipped:** \_\_\_\_\_

**Shipping Company:** USPS UPS FedEx DHL Other: \_\_\_\_\_

**Date that boxes are expected to arrive:** \_\_\_\_\_

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**Calculate Charges:**

I have...	0-5 Pound Boxes being shipped	x	\$5.00	=	
_____	6-20 Pound Boxes being shipped	x	\$10.00	=	
_____	21-50 Pound Boxes being shipped	x	\$15.00	=	
_____	50+ Pounds Boxes being shipped	x	\$25.00	=	
_____	Crates being shipped	x	\$50.00	=	
_____	Pallets being shipped	x	\$75.00	=	
<b>TOTAL = \$</b>					

**Billing Information:** \* **Credit Card** - Call Conference Planner OR Submit Email Below for Secured Online Payment

(Circle selection) Email: \_\_\_\_\_  
 \*Please note, for your security, we DO NOT accept credit cards via e-mail

\* **Check** - Mail in with Copy of Form

\* **Group Master Account**

**I have read and agree to follow all policies and procedures as outlined in this document and the Package Handling Information Sheet.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date